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May 12, 2000

To: District and County Superintendents
State Special Schools
Charter Schools

From: Standards and Assessment Division

Subject: **APPORTIONMENT INFORMATION REPORTS AND NOTICE OF
RECEIPT OF REPORTS FOR THE SPRING 2000 STANDARDIZED
TESTING AND REPORTING (STAR) PROGRAM**

School districts, including independent charter schools and county offices of education, are required by the Education Code and the California Code of Regulations, Title 5, to submit the attached Apportionment Information Reports to the California Department of Education (CDE) as part of the Standardized Testing and Reporting (STAR) Program. The data collected through these reports are used for reporting district participation in the STAR program and for calculating the district's apportionment for the program. The enrollment on the first day of testing and some of the student exemption data will be used in calculations for the Academic Performance Index (API) and the Governor's Performance Awards Program.

Education Code Section 60640 states that the reports are to be submitted to CDE within ten working days following the completion of spring 2000 testing or within ten days of the receipt of the forms, whichever comes later. Districts must complete testing no later than May 15 and make-up testing must be completed within 10 days of the completion of regular testing. Districts with an average daily attendance greater than 100,000 may return the reports within 15 working days. The following forms are attached:

- **Enrollment on First Day of STAR Testing** [California Code of Regulations (CCR), Title 5, Section 862] (Note: Information is collected only for *Stanford 9*.)
- **Apportionment Information Report and Certification: *Stanford 9 Achievement Test*** [Education Code Section 60640; CCR Section 857(c)]
- **Apportionment Information Report and Certification: *SABE/2 Achievement Test*** [Education Code Section 60640(g)] (Note: **All districts** are required to submit this form even if the district did not administer the *SABE/2*.)
- **STAR School Site Data Collection Form:** one for *Stanford 9* and one for *SABE/2*
- **Notification of Receipt of Publisher Reports and Data Files** [CCR, Title 5, Section 857(d)] (Note: **All districts** are required to submit this form within five days of receiving score reports and electronic files from the test publishers.)

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Three of these forms must be received by the CDE no later than Friday, June 16, 2000: *Enrollment on the First Day of STAR Testing*; *Apportionment Information Report and Certification for Stanford 9*; and, *Apportionment Information Report and Certification for SABE/2*. The *STAR School Site Data Collection Form* includes worksheets that may be used to collect the grade 2 – 11 school/site level information needed for completing these three required district level reports. *The Notification of Receipt of Publisher Reports and Data Files* is to be completed within five days of district receipt of reports and electronic files and must be received by the CDE no later than July 14, 2000.

There are some important changes in the information collected for 2000 compared to the information collected in 1999. **Beginning with the 2000 testing cycle, districts must report the enrollment on the first day of testing for each school in the district.** The information must be collected from each school that has a valid CDS code and must be reported on the *Enrollment on the First Day of STAR Testing* report. The optional *STAR School Site Data Collection Form* may be used to collect the required information. Districts may use other forms or procedures to collect this required data. Please note that grade-by-grade information must be collected from each school to complete two of the district reports, but only **school** totals are reported on the *Enrollment on the First Day of STAR Testing* report.

The *Apportionment Information Reports for Stanford 9 and SABE/2* are district summaries of the schools' data. The district STAR coordinator is to compile the data that was collected and reported by the STAR test site coordinators to complete these two required reports. The *Apportionment Information Reports for Stanford 9 and SABE/2* include district summaries, by grade level, for each category reported. The data on the *Apportionment Information Reports* is used to calculate the district's STAR testing apportionment(s).

The STAR 2000 *Stanford 9* apportionment is \$2.52 for each pupil tested in grades 2 – 11. The *SABE/2* apportionment is \$2.68 for each pupil tested in grades 2 and 3 and \$2.44 for each pupil tested in grades 4 – 11. These amounts appear lower than for previous years, because the CDE is paying for the testing materials, scoring, and reporting. During previous years, these costs were paid by each district and were reimbursed through the apportionment. If schools and/or districts fail edit checks to verify the completeness of student demographic data, the CDE will withhold \$1.25 for *Stanford 9* and \$2.44 for *SABE/2* for each student for whom the test publisher has to request missing data. The money withheld will be paid to the test publishers for working with the district to obtain complete data.

Instructions for completing the separate forms are included in this mailing. Please carefully read and follow the instructions, because the information submitted will impact both the district's apportionment and the schools' Academic Performance Indexes. District STAR Coordinators should check the STAR Apportionment Reports web page at <http://www.cde.ca.gov/statetests/star/apportionment/> for information and updates regarding electronic access to and submission of

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the apportionment reports. Please return the completed enrollment and apportionment reports and any necessary written statements (see instructions) **no later than June 16, 2000** to:

California Department of Education
Standards and Assessment Division
721 Capitol Mall, 6th Floor
Sacramento, CA 95814
Attention: Debbie McClurg

Please do not fax the forms. Documents received by fax cannot be processed because original signatures are required. All three reports must be submitted in a single mailing.

Immediately after receiving the *Stanford 9* and *SABE/2* score reports and electronic files from the publishers, verify that all reports were received and that the data are complete and accurate. Within five days of receiving the reports but **no later than July 14, 2000**, complete and mail the *Notification of Receipt of Publisher Reports and Data Files*.

If you have questions regarding these reports, please contact the Standards and Assessment Division by telephone at (916) 657-3011 or at star@cde.ca.gov by e-mail.

PW:dm

Attachments